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From: Nassif, Julianne (DPH)
Sent: Monday, June 15, 2009 3:17 PM
To: Salemi, Charles (DPH); Hanchett, James (DPH); O'Brien, Elisabeth (DPH)
Subject: drug lab OT guidelines

Please note the following guidelines for Drug Laboratory Overtime

- Overtime is available to all staff regardless of funding source (we have staff paid on both the State laboratory and Lead accounts)
- OT is authorized for both analytical and administrative purposes (data entry, reports etc)
- OT may be accrued in increments 30 minute increments or greater.
- A signed OT form (1 for Boston, 1 for Amherst) is required each week in order for payroll to be processed.
- Reminder that holiday work is paid or comp time accrued at the standard rate.

Any questions, just call. Thanks - Julie

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